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MEMORANDUM FOR: Chief, SSA Support Staff

SUBJECT : Automobile Transportation

The DD/S has requested that a survey be made of the Clandestine Services requirements for automobile transportation between Headquarters Building and various points in the metropolitan Washington area which cannot or should not be serviced by Agency shuttle buses. In order that necessary information may be compiled, it is requested that you assemble data relating to your Division or Staff, in response to the following questions:

1. Number of trips per month to:

   a. State Department

   b. Pentagon

   c. All other U. S. Government agencies

   d. All other points

2. How many different individuals consistently have requirements for automobile transportation to and from the metropolitan Washington area?

3. How are these requirements presently being met (indicate proportion of total requirement being met by each mode of transportation)?

4. Many of these requirements involve liaison with officials of other government agencies. Is it possible that officials of other agencies can be persuaded to come to the Agency headquarters rather than the Agency official always having to go to the other headquarters?

5. How many of these trips are solely for the passage or pickup of documents to or from another government agency which is on the route of the present shuttle service?

6. Among the possible alternatives, one or a combination of the following facilities have been suggested. Please comment on each of these with an indication of the proportion of the total requirements identified in "1." above which would be met by each.

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a. Use of a limited number of reserved parking spaces at the Pentagon and State Department to be used by officers driving their own vehicles against reimbursement under [redacted] STATINTL

b. Increased use of U. S. Government parking permits for use at Pentagon, State Department and other agencies by officers driving their own vehicles against reimbursement under [redacted] STATINTL

c. Use of a limited number, perhaps two or three, of radio dispatched chauffeur driven cars to be stationed at key points such as the Pentagon and State Department.

d. Taxis

Doubtless there are other possible arrangements which might be worked out to fulfill our requirements for official automobile transportation. Any other suggestions or comments on the scope of the problem or ideas for its solution will be welcome. Please return your reply to the writer in Room 4E 44 04 by the close of business 3 April 1962.

[redacted] 25X1A9a

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